

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB02-73

Date: March 27, 2003

Expiration Date: 6/30/04

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINANCIAL REPORTING REQUIREMENTS—QUARTER ENDING
MARCH 31, 2003

The purpose of this bulletin is to provide instructions for the reporting requirements under the Workforce Investment Act (WIA). These instructions will be needed to report financial data from the following funding streams and grant codes (GC) [Note: Grant codes may differ depending on the year of appropriation].

YEARS OF APPROPRIATION (YOA) 2000, 2001, 2002:

- Youth (GC 301)
- Adult (GC 201, 202)
- Dislocated Worker (GC 501, 502)
- Dislocated Worker Recaptured/Reallocated Funds (GC 503)
- Rapid Response 25 Percent (GC 535, 537, 538, 539, 540, 541, 542, 543, 544, 545)*
- National Emergency Grants (NEG) (GC 737)*
- Veterans Workforce Investment Program (VWIP) (GC 377, 530, 609)*
- WIA 15 Percent Statewide Activities (GC 197, 198, 211, 212, 213, 214, 290, 291, 607, 608, 612, 613, 614, 615, 616, 617, 618, 619, 621, 622, 623, 624, 625, 626, 627, 628, 629, 638, 795)*
- Caregivers Training Initiative (CTI) State Match Funds (GC 798)*

EXPENDITURE DATA:

Expenditures for the above funding streams must be reported as cumulative from the beginning of the subgrant to the end of the reporting quarter.

The Local Workforce Investment Areas (LWIA) who are eligible to receive Dislocated Worker recaptured/reallocated funds (GC 503) must report all expenditures as "program" costs. Administrative costs cannot be incurred against these funds. Participants served/enrolled with these funds are to be registered to GC 501.

Program expenditures for those grant codes shown (above) with an asterisk (*) are to be reported on the "**Other**" line in Section V. line 5 of the EXPD "Summary of Expenditures."

For reporting instructions, please refer to the Quarterly Financial Reporting Requirements, WIA Directive [WIAD02-1](#).

CLOSEOUT INFORMATION:

All LWIAs/Subgrantees with a subgrant or a grant code (line item) that carries a term end date of March 31, 2003, and prior must submit the proper closeout documents 60 days after the expiration date of the subgrant or grant code. **A signed hard copy of the closeout reports must be mailed (post-marked) no later than May 30, 2003.**

Attention: WIA Closeout/Reporting Desk
Financial Management Unit
Workforce Investment Division
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

For closeout instructions, please refer to the WIA Line Item/Subgrant Closeout Handbook, WIA Directive [WIAD02-2](#).

SUBMISSION OF REPORTS:

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit the quarterly financial reports in electronic format (direct transmission). Reports are due no later than close of business on April 18, 2003.

Subgrantees **without access** to the JTA system for reporting purposes must submit signed quarterly financial reports to the address listed above or fax them to (916) 653-7246 no later than close of business April 18, 2003.

When the reporting deadline falls on a weekend or holiday, the reports are due the last working day prior to the reporting deadline.

FOR ADDITIONAL INFORMATION:

If you have questions on financial data, please contact Erma Mason at (916) 653-1465 or Marie Gastelum at (916) 653-0521, of the Financial Management Unit. For JTA questions, please contact the Automation Customer Support Unit Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division